

## **Categories of Staff:**

Probationary employees are new to the Diocese or current employees who transfer from one position to another within the Diocese. The employment relationship of all probationary employees is an “at-will” relationship – the Diocese of Oakland or the probationary employee may terminate the employment relationship at any time without cause or advance notice. For all new employees, this probationary period lasts for 180 days and may be extended for generally another 90 days by the Pastor/Parochial Administrator/Parish Life Director or the Division/Department Director. However, the extension may last longer, depending on the specific circumstances. Eligible probationary employees (those working 25 hours a week or more) begin to accrue some benefits from the first day of employment.

Regular full-time employees are those employees who have successfully completed their probationary period and whose regularly scheduled work week consists of 37.5 hours to 40 hours, depending on the site. Regular full-time employees are eligible for all Diocesan benefits except as noted elsewhere in this manual or mandated by law or contract. (See Appendix A)

Regular part-time employees with benefits are those employees who have successfully completed their probationary period and whose workweek consists of fewer than 37.5 hours or 40 hours, depending on the site. If an employee regularly works 25 hours or more per week at any site, or combination of sites, that employee is eligible for health benefits, long/short term disability coverage, life insurance, and participation in the Diocese retirement plans. If an employee works more than 25 hours per week at a combination of sites, his or her benefits costs are shared among those sites by percentage worked at each site. All other benefits will be provided on a prorated basis, allowing for those exceptions noted elsewhere in this manual or mandated by law or contract. Part-time employees with benefits receive holiday pay only when the holiday falls on a workday they normally work.

Regular part-time employees without benefits are those employees who have successfully completed their probationary period and whose workweek consists of fewer than 25 hours. These employees are not eligible for health coverage or retirement benefits and do not receive paid vacation, paid holidays, or personal days, except when the legal holiday falls on a day they normally work.

Full- or part-time temporary employees are those persons hired on a temporary basis. Temporary employees are not eligible for Diocesan benefits except those required by law. Temporary employment is not to exceed one year (365 days); proper legal paperwork (I-9, fingerprints, emergency forms) must be completed on all temporary employees. At the end of one year, employment is either terminated or the employee is offered regular employment.

**Volunteers** are not employees of the Diocese. Generally, volunteers should confirm in writing their willingness to volunteer without compensation. Volunteers are expected to follow the policies and procedures of the Diocese.

**Independent Contractors** are not employees of the Diocese. Independent contractors are generally used to provide specialized and infrequent services for which the Diocese or a parish

does not have a position already created and will not perform similar work with an existing employee. Independent contractors should always be issued 1099s for their services and should not be issued a W-2. For example, if a parish would like to hire an additional or uniquely qualified musician to play at Easter or for Christmas, then the parish may consider hiring an independent contractor. All independent contractors must have signed contracts which have been reviewed by the parish and also by the Director of Human Resources. Independent contractors must also demonstrate, prior to performing services at any Diocesan locations, that they, and any of their employees or subcontractors, have completed a Criminal Background check and Livescan requirements.

Seniority is acquired through length of service with the Diocese. The first five (5) years of employment in another Diocese or Catholic institution are counted toward seniority.